

## EXPENSES CLAIM FORM

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- MAKE SURE ERRORS LISTED IN CELL I50-I52 ARE RESOLVED BEFORE SUBMITTING CLAIM

NAME:						Emma					Bate					DATE OF CLAIM: DD/MM/YY					06/06/18					CLAIM REFERENCE:					Bate06-06-18																																																
																	COST CENTRE (TEAM NUMBER / NAME):										110 - GENERAL COUNSEL					overwrite this cell with currency if "other" selected below					FINANCE USE																																										
DATE & TIME <small>(FOR SUBSISTENCE CLAIMS)</small>										REASON FOR TRIP										DESCRIPTION OF EXPENSE										CATEGORY												RECEIPT NUMBER					NO. MILES					NO. PASSENGERS					AMOUNT CLAIMED					PROJECT CODE																	
RECEIPT DATE/ TRIP START					TRIP END																																																				TOTAL TRIP										CHOOSE CURRENCY												
DD/MM/YY					00:00:00																																																				DD/MM/YY										00:00:00					HRS					WHY YOU TRAVELLED		
10/05/18					07:45:00					10/05/18					22:45:00					15.00					Speaking event in Bristol - DACB										Food and drink Only claiming £2.20 on this receipt as previous claims for this day have been made. Making total claim £25.00 (More than 12 hours, less than 24 hours and away from office past 8pm).										UK Subsistence & meals 26001										1					N/A					2.20					NO PROJECT - 0000					110-26001-0000				
18/05/18					07:45:00					18/05/18					22:00:00					14.25					Workshop with the DCMS in London										Car parking at Wilmslow station										Parking & tolls 26001										2					N/A					3.70					NO PROJECT - 0000					110-26001-0000				
																																			Food and drink										UK Subsistence & meals 26001										3					N/A					6.09					NO PROJECT - 0000					110-26001-0000				
																																			Food and drink										UK Subsistence & meals 26001										4					N/A					8.02					NO PROJECT - 0000					110-26001-0000				
16/05/18															n/a					Meeting held at Neon Health Kitchen in Wilmslow										Drinks										Hosting and working lunches 26050										5					N/A					5.40					NO PROJECT - 0000					120-26050-0000									

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NAME:						James							Dipple-Johnstone									DATE OF CLAIM: DD/MM/YY								18/05/18								CLAIM REFERENCE:												Dipp18-05-18																																																																																	
															COST CENTRE (TEAM NUMBER / NAME):															SELECT COST CENTRE HERE												overwrite this cell with currency if "other" selected below																																																																																									
DATE & TIME <small>(FOR SUBSISTENCE CLAIMS)</small>						REASON FOR TRIP															DESCRIPTION OF EXPENSE															CATEGORY															RECEIPT NUMBER												NO. MILES												NO. PASSENGERS												AMOUNT CLAIMED												FINANCE USE																																
RECEIPT DATE/ TRIP START			TRIP END																																																																																				TOTAL TRIP	CHOOSE CURRENCY												PROJECT CODE																															
DD/MM/YY			00:00:00																																																																																				HRS	WHY YOU TRAVELLED												WHAT YOU PAID FOR												CHOOSE FROM DROP DOWN LIST												ENTER NUMBER UNLESS N/A APPEARS							
27/04/18						27/04/18						n/a			Edinburgh RO and meeting with Scottish Info. Commissioner															Taxi															UK Travel & Accommodation 26001															1												N/A												22.65												NO PROJECT - 0000												SEL-26001-0000																							
18/04/18			08:56:00			19/04/18			00:17:30			15.36			University of Cambridge,IAAP Europe, PWC, NCSC, CTN-CHOUGH meetings															Incidental o/n expense															UK Subsistence & meals 26001															0												N/A												5.00												NO PROJECT - 0000												SEL-26001-0000																							
08/05/18						08/05/18						n/a			Enforcement Sub Group Meeting, Brussels															Private car mileage [redacted] to Manchester airport rtn)															UK Travel & Accommodation 26001															0												26												N/A												11.70												NO PROJECT - 0000												SEL-26001-0000											
14/05/18						16/05/18						n/a			Social Media Working Grouop AND Fining Task Meeting															Incidental overnight expenses (x 2)															Overseas overnight incidental allowance 2															N/A												N/A												20.00												NO PROJECT - 0000												SEL-26002-0000																							

**Claimant declaration:**

James Dipple-Johnstone

I confirm that all of the above expenses have been incurred wholly, exclusively and necessarily on ICO business and that where car or motorcycle mileage has been claimed that I held a valid driving licence and the vehicle used had a motor insurance policy for use in connection with business, was taxed and had a valid MOT certificate on the date of travel.

<b>TOTAL EXPENSES INCURRED</b>	<b>59.35</b>
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CASH ADVANCE RECEIVED

TOTAL CLAIMED/(REPAID TO FINANCE)

59.35

Heather Dove

Once the errors in Cell I50-52 are resolved, forward this claim and your scanned receipts to your approver who should review it and then email it to [expenses@ico.org.uk](mailto:expenses@ico.org.uk) with "approved expenses" in the subject.

## ERRORS

n/a	SELECT COST CENTRE IN CELL I4 BEFORE SUBMITTING CLAIM
n/a	

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NAME:		Jane		McCall		DATE OF CLAIM: DD/MM/YY		18/06/18		CLAIM REFERENCE:		McCa18-06-18											
					COST CENTRE (TEAM NUMBER / NAME):			120 - LEADERSHIP TEAM			overwrite this cell with currency if "other" selected below												
DATE & TIME (FOR SUBSISTENCE CLAIMS)				REASON FOR TRIP		DESCRIPTION OF EXPENSE		CATEGORY		RECEIPT NUMBER		NO. MILES		NO. PASSENGERS		AMOUNT CLAIMED		FINANCE USE					
RECEIPT DATE/ TRIP START		TRIP END														TOTAL TRIP				CHOOSE CURRENCY		PROJECT CODE	
DD/MM/YY		00:00:00		DD/MM/YY		00:00:00		HRS		WHY YOU TRAVELLED		WHAT YOU PAID FOR		CHOOSE FROM DROP DOWN LIST		ENTER NUMBER UNLESS N/A APPEARS		UK £		USE DROP DOWN LIST		CODE	
06/11/17						n/a		Attending Management Board		Mileage - return journey home to ICO		Car miles - 45p standard rate 26001		N/A		16		0		7.20		120-26001-	
12/12/17						n/a		Attending interviews for Internal Auditors		Mileage - return journey home to ICO		Car miles - 45p standard rate 26001		N/A		16		0		7.20		120-26001-	
01/02/18						n/a		Attending Audit Committee		Mileage - return journey home to ICO		Car miles - 45p standard rate 26001		N/A		16		0		7.20		120-26001-	
12/02/18						n/a		Attending Management Board		Mileage - return journey home to ICO		Car miles - 45p standard rate 26001		N/A		16		0		7.20		120-26001-	
09/04/18						n/a		Attending DP Practitioners Conference, Manchester		Tram Ticket -		UK Travel & Accommodation 26001		0		N/A				5.80		120-26001-	
13/04/18						n/a		Meeting with [REDACTED]		Mileage - return journey home to ICO		Car miles - 45p standard rate 26001		N/A		16		0		7.20		120-26001-	
27/04/18						n/a		Attending Audit Committee		Mileage - return journey home to ICO		Car miles - 45p standard rate 26001		N/A		16		0		7.20		120-26001-	
11/05/18						n/a		Attending Management Board		Mileage - return journey home to ICO		Car miles - 45p standard rate 26001		N/A		16		0		7.20		120-26001-	
15/06/18						n/a		Attending Audit Committee		Mileage - return journey home to ICO		Car miles - 45p standard rate 26001		N/A		16		0		7.20		120-26001-	

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[illegible]

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NAME:				Steve				Wood				DATE OF CLAIM: DD/MM/YY				14/06/18				CLAIM REFERENCE:				Wood14-06-18											
												COST CENTRE (TEAM NUMBER / NAME):												120 - LEADERSHIP TEAM				overwrite this cell with currency if "other" selected below				FINANCE USE			
DATE & TIME (FOR SUBSISTENCE CLAIMS)				REASON FOR TRIP				DESCRIPTION OF EXPENSE				CATEGORY				RECEIPT NUMBER		NO. MILES		NO. PASSENGERS		AMOUNT CLAIMED		PROJECT CODE											
RECEIPT DATE/ TRIP START		TRIP END																				TOTAL TRIP				CHOOSE CURRENCY									
DD/MM/YY		00:00:00		DD/MM/YY		00:00:00		HRS		WHY YOU TRAVELLED				WHAT YOU PAID FOR				CHOOSE FROM DROP DOWN LIST				ENTER NUMBER UNLESS N/A APPEARS				UK £		USE DROP DOWN LIST		CODE					
13/05/18				15/05/18				n/a		FoP Meeting & Social Media Subgroup - Brussels				2 nights				Overseas overnight incidental allowance 2				N/A				N/A		20.00				120-26002-			
23/05/18				25/05/18				n/a		Plenary Meeting - Brussels				2 nights				Overseas overnight incidental allowance 2				N/A				N/A		20.00				120-26002-			
31/05/18								n/a		London Meetings				Snack				UK Subsistence & meals 26001						1		N/A		2.49				120-26001-			
10/06/18				11/06/18				n/a		AI Meeting and ICDPPC Event, Paris				1 night				Overseas overnight incidental allowance 2				N/A				N/A		10.00				120-26002-			